



**U.S. Department  
of Transportation**

Office of the Secretary  
of Transportation

400 Seventh St., S.W.  
Washington, D.C. 20590

DEC - 6 2004

Mr. Tom Brantley  
National President  
Professional Airways Systems Specialists (PASS)  
1150 17<sup>th</sup> St, NW, Suite 702  
Washington, DC 20036

Dear Mr. Brantley:

This is to inform you about a potential impact on implementation of negotiated agreements which require system changes to the Department of Interior's (DOI) Federal Personnel and Payroll System (FPPS). As we migrate to the FPPS and subsequent to migration, the Department will have to submit to DOI for approval and scheduling, all system change requests. This will require greater coordination and planning between negotiating parties and DOI. With migration to FPPS, the Department will no longer be able to establish in advance and with certainty the date when an agreement affecting FPPS will be implemented.

Since the April 2004 briefing on the status of the Department's FPPS migration project, we have been working diligently with the DOI to meet the migration dates of April 2005 for non-FAA operating administrations and October 2005 for the FAA. Since February 2004, a gap analysis has been completed, interfaces and reporting needs identified, and FPPS change requests (CRs) prepared and scheduled. CRs identify the functional changes to be made to FPPS to accommodate the unique DOT regulatory, policy, collective bargaining agreement, and long-standing business practice requirements.

DOI manages and controls changes to FPPS through a version release concept, where groups of changes are combined to create a new version of the product, which is scheduled for a specific release date. The DOI Small Users Group, of which DOT is a member and which is comprised of large and small FPPS clients, reviews all client change requests and recommends priorities. Final prioritizations are made by DOI's National Business Center (NBC), which manages FPPS, based on analysis of the user group's recommended priorities, workload, resource availability, and cost. DOT is one of 37 FPPS clients; consequently, DOT's CRs must compete with other requests for release dates. For FY-2005, however, DOT CRs will primarily drive all FPPS releases during the year.

To keep to our migration schedules, the Department has established a configuration control process which will manage DOT FPPS system change requests and ensure that the requests are coordinated within DOT, are appropriately evaluated for their impact on schedule, and are approved by the DOT Configuration Control Board, the DOI User Group and DOI/NBC. This change control process will also apply to system change requests to legacy systems during the pre-migration period, since any change in legacy and interfacing systems prior to migration will impact the baseline of requirements for migration.

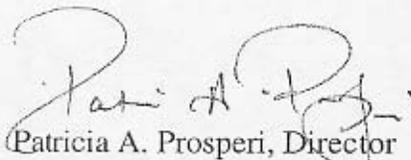
Like regulatory change requirements, negotiated agreements affecting FPPS will be approved by DOT and DOI. However, the impact on FPPS and the timing of such requests will determine its implementation release date. To assist us, DOI has offered to provide the necessary staff to perform an analysis of potential system change proposals. DOI will perform an impact assessment to determine how they can accommodate the requirement needed by the change, how many hours will be needed to make the change, and whether new programming is required. The parties may make requests for analysis prior to or during negotiations. DOI technical representatives will be available by phone to answer questions during negotiations. All change proposals will need to be sent through the operating administration's FPPS point of contact to the DOT Configuration Manager, who will coordinate the submissions to the DOT Configuration Control Board and DOI.

It is our intent to implement negotiated changes as soon as possible. Your cooperation in this process will be appreciated.

For your information, copies of the DOT Configuration Control Board's Charter and operating procedures will be emailed to you.

If you have any questions, please contact Stephen Gomez, Departmental Program Manager for Labor Relations at 202-366-9455 or by email at [Steve.Gomez@ost.dot.gov](mailto:Steve.Gomez@ost.dot.gov).

Sincerely,



Patricia A. Prosperi, Director  
Departmental Office of Human Resource Management